

Guidance notes – For the Secretary

1. Before a meeting

1. Prepare the agenda in consultation with the Chairperson using the agenda/minutes template provided.
2. Make copies of the agenda if required and distribute to all members 7 days prior to the meeting.
3. Notice of Meetings should be made public so that interested members of the public may attend. The Secretary should ensure that the agenda is forwarded to Council for inclusion on Council's Website at least one week prior to the meeting.
4. Committees may also place a notice of the meeting date and time in a relevant local public location (public notice board/newspaper/community newsletter/etc.).
5. Where there is not enough members for a quorum meetings may be rescheduled with a minimum of 2 weeks notice where necessary.

2. During the meeting

1. Take the minutes.
2. Reads minutes of previous meeting if necessary and obtains acceptance by the committee members present.
3. Provide a list of correspondence and summarise any important points.
4. Record all motions and their outcome (whether they are passed or not) as well as the movers and seconders. Clarify where needed to ensure accuracy.
5. Record any disclosures by members of any pecuniary interests or conflicts of interest and how they will deal or how they have dealt with it.

3. After the meeting

1. Draw up the minutes using the agenda/minutes template provided and distribute them to Committee members and Council within 7 days of the meeting date.
2. Ensure that accurate minutes are retained.
3. Ensure actions as decided at the meeting are completed or monitored to reach completion (this role can be shared with other Committee members).
4. Issue any correspondence as required, including to Council for any actions required of Council.

4. Outside the meeting

1. Keep all correspondence – it remains the property of Council.
2. Keep all meeting minutes – they remain the property of Council.
3. Inform members of any urgent correspondence that is received.

Checklist for Secretary

Item	Completed
Prepare the agenda and distribute to all members and to Council at least one week prior to the meeting.	
Prepare minutes in accordance with guidelines and provide copies to the Committee and Council within one week of the meeting.	
Follow up on actions from previous meetings (with other committee members as necessary).	
Keep a register of correspondence in and out	
Forward all copies of correspondence received to Council	
Circulate any urgent correspondence to committee members prior to meetings if required.	

Reference:

Part 10 and 11 – Section 355 Committee Guidelines

18/32808